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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Basic School

DATE: 13 March 1956

FROM : Chief, Orientation and Briefing

SUBJECT: Items of Interest for the Period
6 March 1956 to 13 March 1956

1. On Wednesday, 7 March 1956, [] came aboard officially in the Orientation and Briefing Division. Chief/OS/BS introduced her officially to the Project Officers in the various Departments, Agencies, and Offices so that the arranging and scheduling of programs would flow smoothly. 25X1
2. The Thirteenth Dependents' Briefing Program was concluded on 6 March 1956. The "Bon Voyage" presentation made by [] Chief/I&R DD/P, was about the best we have had with the possible exception by that made by [] Chief/OB/BS has expressed his appreciation to [] since that time. 25X1
25X1
3. Chief/OB/BS has worked out with [] the details for compensating the ladies who come in to lecture at the Dependents' Briefing. [] told Chief/OB/BS that the information covering the last two programs would be the prototype for a contract to cover this system into the indefinite future. On each month, from here on out, Chief/OB/BS will assume the responsibility of sending a memorandum to [] certifying the day, time and work done by each such individual. 25X1
25X1
4. [] FE/DDP, called to arrange for a special briefing to be done for two key officials arriving in Washington in latter March (29-30 March). The briefing is still in the planning stage and will not be finalized until further discussion takes place with key officials in DD/P. 25X1
5. [] of the Office of Security requested the services of Chief/OB/BS to brief a special group of Security personnel on the [] 25X1
25X1

SPECIAL NOTE

Chief/OB/BS will be "cut-in" by [] on how to direct ideas on these two last undertakings. 25X1

6. This division has made long-range plans for the forthcoming Introduction and Departmental Briefings Programs. For example, Agency Notice [] regarding temporary summer-only employment of dependents of Agency personnel, will send numbers of individuals into our Introduction Courses which will compensate for any drop-off on applicability of ceilings. 25X1

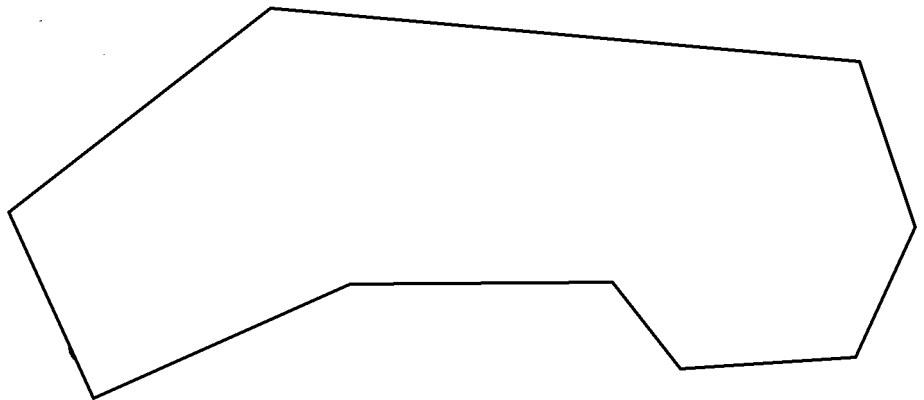
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Such temporary employment will be considered without regard to ceiling figures.

7. Many calls have been made to individuals to bring them into future Introduction Programs. If this Division did not stay abreast of that responsibility, we could easily find ourselves very far behind.
8. Chief/OB/BS has spoken to officials in the Offices of G-2 regarding the interpretation of the kinds of persons who should attend the Departmental Briefing. Colonel Schmitt of G-2 is going to report back on this subject after he discusses it with Major General Skow.

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